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MEMORANDUM FOR THE RECORD

SUBJECT: Commencement and Termination of Home Leave for Contractor Personnel

1. Upon their recent return to the [REDACTED] during the Christmas holiday season several of the contractor people from Base A and Base B experienced considerable difficulty in reaching their homes after deplaning from the military aircraft which brought them to the [REDACTED]. As a result of these unfortunate experiences, efforts were made to determine just when the contractor personnel leave should begin.

2. Project Director of Administration and [REDACTED] of OOC were consulted on the matter by the undersigned, and each of the above agreed that we should go to the respective companies and determine whether they had a general leave policy which would cover a situation wherein one or more of their employees arrived home for leave at odd hours of the day or night. Consequently, a telephone conversation was held by the undersigned with Mr. [REDACTED] of Lockheed and with [REDACTED] of Hycon on this matter. Each of these gentlemen reported that their respective company did not have a clear cut leave policy of such a nature. However, each agreed with a proposal set forth by [REDACTED] that we arbitrarily establish between the companies and Headquarters a time of day or night to be designated as the starting and terminating point for home leave. It was agreed between the undersigned and [REDACTED] that the day of arrival home would be a duty day and the day of departure from home would be considered a day of leave. This will apply regardless of the hour of arrival or departure. This, then, means that midnight is considered the hour from which leave will be figured. For example, if two individuals arrived at their homes, one at 1:30 a. m. and the other at 11:30 p. m. on the same day, leave for each of them would begin at 0001 on the day following their arrival. If these two individuals depart from their homes on the same day for return to their base, one leaving at 1:30 a. m. and the other at 11:30 p. m., the day of departure would be counted a day of leave for each of them.

3. This formula will be applied to determine home leave for all contractor personnel unless sufficient cause for using another system can be shown.

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